

## **ADVISORY COMMITTEE FOR THE STATE PUBLICATIONS CLEARINGHOUSE MINUTES**

A regular meeting of the Advisory Committee was held on October 12, 2004 in the Secretary of State's Conference Room. The meeting was called to order at 2:10 p.m. The following people were present: Susan Dunn, Greg Facincani, Betty Fitzgerald, Colleen McConaghy and Deborah Mongeau.

### **MINUTES**

The minutes of the July 13, 2004 meeting were accepted as submitted.

### **UPDATE ON CLEARINGHOUSE ACTIVITIES**

- Every board and committee that is part of a state agency must now file all meeting postings and minutes with the Secretary of State to be in compliance with the Open Meetings Law. Non-state governmental entities must file all meeting postings electronically. The Clearinghouse Meeting postings and minutes will be filed electronically.
- At the last meeting, the Committee revised the Clearinghouse Rules and Guidelines. Greg will produce a final version and will post them for public comment. If there are no comments on the new rules and guidelines, they will be electronically filed as permanent changes. All depositories will receive an updated set of rules and guidelines once they become official.
- An official copy of the Landlord Tenant Handbook is only available in paper format and can be obtained by calling Darlene Price at 450-1358 or by email at [dprice@rihousing.com](mailto:dprice@rihousing.com). Any version of the handbook found online is not an official copy. The RI Statewide Planning Program is in the process of revising the document.
- The Secretary of State's web page is going through a redesign process. The new version should be available sometime in November. The content will remain the same; the presentation will be different. When the new design is complete, Greg will be able to easily update or add electronic links of state documents to the State Library's page.
- The Rhode Island General Laws will be distributed sometime in November/December and the Public Laws will be sent in March/April 2005.
- Two publications, RI Local Aid and RI Education Aid, are published as one book this year. Deborah mentioned that this will be a cataloging nightmare since there are two different topics in one volume.
- A question was raised about the current building and fire codes. Greg said that the NFPA National Fire Code and the International Building Code are the official codes in RI. The NFPA and the ICC are producing their own building and fire codes – the NFPA is working on a set of building codes and the International Code Council is producing their own version of the international fire code.

The Committee set the meeting dates for the next calendar year:

Monday January 10, 2005

Monday April 11, 2005

Tuesday July 12, 2005

Tuesday October 11, 2005

The meeting adjourned at 3:45 p.m.

Susan E. Dunn  
Secretary